MEMORANDUM

DATE: September 2012

TO: Prospective Students in the Off-Campus Master of Public Administration (MPA) Program

FROM: Kurt Cline, M.P.A. Program Director
Department of Political Science

RE: Upcoming Off-Campus MPA program starting Spring 2013

The Master of Public Administration (MPA) program in the Department of Political Science at California State University, Fresno is nationally accredited through NASPAA. In partnership with the Division of Continuing and Global Education, we will begin recruiting for a cohort to begin the MPA program starting Spring 2013. The courses will be offered in downtown Fresno, CA. The exact classroom location has yet to be determined.

We invite you to take part in this educational experience. It is a wonderful opportunity to enhance your administrative/management skills, as well as connect with people in public agencies, as well as those working in nonprofit organizations.

We will be holding several informational meetings in the coming weeks in order to provide more detailed answers to any questions you might have. When these have been scheduled, we will make sure to contact you concerning the time, date, and location. We are hopeful that some of our program alumni will be able to attend these meetings and share their experiences with you.

Space in the cohort will be limited. The university and program application deadline for the Spring 2013 semester is November 1, 2012.

Information attached to this memo includes:

- Brief description of the MPA program
- Information about the off-campus program
- Copy of DRAFT course schedule for the future MPA cohort

Should you have any questions before our informational meetings or be unable to attend, please feel free to contact me directly. I will be happy to answer any of your program-related questions. My contact information is as follows: E-mail – kcline@csufresno.edu; Phone – 559.278.2865.
Master of Public Administration  
California State University, Fresno

Mission Statement: Working within both the general vision and mission of the California State University, Fresno, the MPA program provides educational opportunities in the area of public and nonprofit administration to those individuals seeking to improve the human condition via public service.

The MPA program prepares individuals to develop competencies that will allow them to effectively serve the public interest.

The MPA program prepares students to gain expertise in public and/or nonprofit management; to educate both elected officials and citizens about public policy tradeoffs; and to facilitate an understanding among diverse perspectives on a given policy issue.

The MPA program provides educational opportunities for individuals to have analytical and critical thinking skills; to appreciate and engage in ethical decision making; and to have the ability to communicate effectively.

Current Design of the MPA Program: The program is 36 credit-hours. Core or required courses constitute 18 of these credit-hours. Three additional credit-hours are selected from a group of courses. The remaining 15 credit-hours consist of program electives that are selected by the student in consultation with the program director.

Core Courses:  
Quantitative Applications  
Administration and Society  
Public Organization Behavior & Dynamics  
Public Budgeting  
Human Resources Management  
Public Policy Administration

Program Electives Include*:  
State and Local Government  
Ethics and Public Administration  
Grant Writing  
Program Evaluation

*Choice of electives depends on preferences of student, expertise of faculty, and availability of courses.

MPA Program Faculty: Instruction is provided in the program by the following California State University, Fresno faculty members:

Dr. Kurt Cline; Dr. Jeffrey Cummins; Dr. Kathryn Forbes; Dr. Kenneth Hansen; Dr. Thomas Holyoke; Dr. Bernadette Muscat; Dr. David Schecter; Dr. Mark Somma

Contact Information: To learn more about the Master of Public Administration Program, please contact:  
California State University, Fresno  
Department of Political Science  
Master of Public Administration Program  
2225 E. San Ramon, M/S MF 19  
Fresno, CA 93740-8029  
Phone: 559.278.2988 FAX: 559.278.5230

MPA Program Director: Kurt Cline  
kcline@csufresno.edu  
559.278.2865  
Department Chair: David Schecter  
schecter@csufresno.edu
Location: TBD - Fresno, CA

Start Date: Spring 2013

Length of Program: The MPA program is 36 semester units in length. It will take approximately 29 months to complete the program. This is a little less than 2 ½ calendar years.

Dates/Times of Courses: Courses for the cohort are held on Friday evenings (6-9pm) and Saturday (9am-4pm). A typical three-unit course meets on alternating weekends for a seven or eight week period. There is usually a two week break between courses during the Fall and Spring semesters. We do not schedule course sessions on holidays and have a more relaxed course schedule during the summer.

Cost, Registration, and Payment: The projected costs of the program are $425 per unit. The program is a 36-unit program. This works out to about $15,300 for the program. This does not include books. Students will be able to get information concerning the purchase of textbooks and access to course materials from each individual professor/instructor. Usually, instructors will provide students information that will allow them to purchase books on-line. Instructors may also place orders for their books at the University bookstore (Kennel Book Store). It is the job of the instructors to inform students of how/where they can purchase or access course information.

Students will register for courses on-line using the myFresnoState portal (accessible via Fresno State’s main web page www.fresnostate.edu). Students will need the username and password for their student (csufresno.edu) e-mail accounts to access this site. Students are required to create this e-mail account upon application to the university. Students may register for courses on a course-by-course basis. In certain circumstances, students may opt to register for all of the courses offered in a particular semester at the beginning of the term. Students wishing to register in this manner need to contact the program director for more information and additional course information.

Students will pay for courses on-line. Students have the option of paying for the program on a course-by-course basis or they may choose to pay for all of the courses in a given semester at the beginning of the term. Students wishing to utilize this option need to contact the program director for more information and additional course information.

Financial Aid: Students registering for courses in the MPA cohort are eligible for financial aid to help pay for the program. Students usually receive financial aid in the form of student loans. Those seeking to apply for financial aid may work with Reiko Obata (reikoo@csufresno.edu or 559.278.2182) or Norma Medellin (norma_medellin@csufresno.edu or 559.278.2182) of the Financial Aid Office. Since you are considered off-campus or GEXTD (graduate extension) students, your affairs are administered differently at the university. So, if you need to apply for financial aid, please contact Reiko Obata or Norma Medellin first and then proceed accordingly.

To receive student loans, students must register for at least SIX UNITS of courses during a semester. This needs to be done at the beginning of the semester. By applying for all of the courses at once, students will get their student loans disbursed sooner. The registration forms will either be provided by the instructor of the first course in a given semester OR e-mailed/faxed to students before the beginning of the term. If there are any questions about the distribution of forms, please contact the program
director, Dr. Kurt Cline (kcline@csufresno.edu or 559.278.2865). Starting Spring 2010, students will also have the option of registering for courses on-line.

Students who will be using financial aid should indicate this on the course registration form where it asks for “method of payment.” Students can simply write in “Financial Aid.” If there are any questions, please contact the program director, Dr. Kurt Cline (kcline@csufresno.edu or 559.278.2865).

University Application: The university application process is done on-line at CSUMentor. In addition to the on-line application form, you will need to submit all college/university transcripts, take the GRE (graduate record examination), and pay a $55 fee. All of this information can be found by going through the Division of Graduate Studies website (http://www.csufresno.edu/gradstudies).

Information on taking the GREs can also be found by going through the Division of Graduate Studies website. You will want to take the GREs as soon as possible. Your application will not be considered complete and will not be evaluated by Graduate Admissions until the GRE score is submitted. To expedite this process, students may self-report scores to Graduate Admissions. This allows Graduate Admissions to start the evaluation process. They will verify the student’s scores with official GRE scores submitted by the Educational Testing Service (ETS).

Students may contact the Testing Service (http://www.fresnostate.edu/studentaffairs/testing/) at California State University, Fresno to schedule an exam time and date. If you feel the need to prepare, you have a couple of options. The first option would be to simply purchase a review book and take some practice tests (becoming familiar with the way questions are asked; becoming familiar with operating under a time deadline answering these questions). Education Testing Services (ETS), Kaplan, and The Princeton Review publish such materials. A second option is to enroll in a GRE preparation course, either online or classroom version. These courses are provided by Kaplan, The Princeton Review, and PowerScore Test Preparation among others.

Program Application: The MPA program application is also attached. Applicants must apply to both the university and the program. Our program requires you to fill out a basic application form. In addition to this, we are requiring ONE letter of recommendation. We are not requiring the second. We are also waiving the statement of purpose. All program application materials are to be sent to Dr. Kurt Cline at the Department of Political Science address listed above. This address is also provided on the top of the program application form itself.

University Contacts: Since this is an off-campus program, the administrative aspects work a little bit differently. Should students have questions concerning registration, they should contact the Division of Continuing and Global Education. Students should also feel free to contact the Program Director if they have any questions about courses, administrative issues, or the program itself. Important web pages to keep in mind:
Division of Graduate Studies:
http://www.fresnostate.edu/academics/gradstudies/

Division of Continuing and Global Education:
http://www.fresnostate.edu/cge/

California State University, Fresno – Financial Aid Office:
http://www.fresnostate.edu/studentaffairs/programs/financialaid/

California State University, Fresno – Testing Service:
http://www.fresnostate.edu/studentaffairs/testing/

Department of Political Science:
http://www.fresnostate.edu/socialsciences/polsci/

Master of Public Administration program:
http://www.fresnostate.edu/socialsciences/polsci/degrees/ma-pubadmin.html
**Preliminary Draft**

**Spring 2013**
MPA 240  Seminar in Public Management (3 units)
Dr. Kurt Cline
Dates: January 25/26; February 8/9; February 22/23; March 8/9
e-mail: kcline@csufresno.edu

*MPA 201  Quantitative Applications for Public Administration (3 units)
Dr. Thomas Holyoke
Dates: March 29/30; April 12/13; April 26/27; May 10/11
e-mail: tholyoke@csufresno.edu

**Summer 2013**
*MPA 210  Organizational Theory (3 units)
Dr. Kenneth Hansen
Dates: June 7/8; June 21/22; July 12/13; July 26/27
e-mail: kennethh@csufresno.edu

**Fall 2013**
*MPA 200  Administration & Society (3 units)
Dr. David Schecter
Dates: August 23/24; September 6/7; September 20/21; October 4/5
e-mail: schecter@csufresno.edu

*MPA 230  Public Budgeting (3 units)
Dr. Jeffrey Cummins
Dates: October 25/26; November 8/9; 22/23; December 6/7
e-mail: jcummins@csufresno.edu

**Spring 2014**
MPA xxx  Course: TBA (3 units)
Instructor: TBA
Dates: January 24/25; February 7/8; February 21/22; March 7/8
e-mail:

MPA 289T  Course: TBA (1 unit)
Instructor: TBA
Dates: March 21/22
e-mail:

MPA 289T  Course: TBA (1 unit)
Instructor: TBA
Dates: April 11/12
e-mail:

MPA 289T  Course: TBA (1 unit)
Instructor: TBA
Dates: May 9/10
e-mail:
**Summer 2014**
MPA 250  Ethics in Public Administration (3 units)
Dr. David Schecter
Dates: June 6/7; June 20/21; July 11/12; July 25/26
e-mail: schecter@csufresno.edu

**Fall 2014**
*MPA 245  Human Resources Management
Dr. Kurt Cline
Dates: August 22/23; September 5/6; September 19/20; October 3/4
e-mail: kcline@csufresno.edu

MPA xxx  Course:  
Instructor:  
Dates: October 24/25; November 7/8; 21/22; December 5/6
e-mail:

**Spring 2015**
*MPA 260  Public Policy Administration
Instructor:  
Dates: January 23/24; February 6/7; 20/21; March 6/7
e-mail:

MPA 289T  Course:  TBA (1 unit)
Instructor:  TBA
Dates: April 10/11
e-mail:

MPA 289T  Course:  TBA (1 unit)
Instructor:  TBA
Dates: April 24/25
e-mail:

MPA 289T  Course:  TBA (1 unit)
Instructor:  TBA
Dates: May 8/9
e-mail:

*Denotes a Core Course.  Students will be tested in all SIX core courses on their comprehensive examination.

**Comprehensive Exam**  
March/April 2015

**Additional Notes:**
- It is assumed that 3 unit courses will meet every other week and will not meet on weekends which include a holiday weekend.
- Please note that elective courses scheduled are subject to change depending on availability of instructor.